

DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITAL - ATASCADERO  
VARIOUS PROGRAMS

<b>JOB CLASSIFICATION: SENIOR PSYCHIATRIC TECHNICIAN (SAFETY)</b>
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**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES**

Senior Psychiatric Technicians provide direction to unit or clinic nursing personnel and is responsible for directing the work of an 8-hour shift of an organized nursing unit; and relieves supervisor as required.

Senior Psychiatric Technicians are responsible for maintaining the safety of persons and property, supervising the conduct of clients/patients; provide direction to other personnel who provide general psychiatric nursing care to clients/patients; and to participate in the overall psychiatric treatment program.

**50% Supervise the work and development of a group of nursing staff.**

**Complete required Probationary and Annual Employee Evaluations on assigned staff.**

**15% Responsible for creating a clean, safe and therapeutic environment for patients or inmates; apply mental health principles and relationship security with patients or inmates; develop, encourage participation in, and supervise the delivery of patient treatment and activities,** such as on-the-unit group and individual program activities for patients or inmates; assist rehabilitation therapists in occupational, recreational, vocational, and educational therapy programs for patients or inmates; motivate and assist patients or inmates with activities of daily living; follow safe work practices; protect patients, inmates and others from personal injury; order supplies as needed; keep records; and participate in in-service training programs.

**10% Performs and ensures nursing procedures such as administering medications including oral medications and hypodermic injection, observing patients or inmates physical condition and behavior and reporting significant changes to a registered nurse, unit supervisor or physician and ensure the recording of nursing notes in the patients or inmate record; preparing and caring for patients or inmates during treatment;; giving first aid and maintain current CPR card and ensures staff maintain their CPR card, and are certified to perform CPR; ensures staff follows infection control procedures** as needed. Works with other disciplines as part of the treatment team to provide an overall treatment program for the patient.

**10% Performs** custodial tasks including **supervision the delivery of patient activities,** escorting patients or inmates in the facility, distributing and inspecting patients' or inmates' mail for hazardous contraband, **oversees and performs shakedown; i.e., searching for drugs, contraband, weapons and inspecting**

facilities to identify security breaches that could lead to the escape of a patient or inmate; observing and intervening in patient behavior that may injure people, damage property or signal impending escape attempts, applies and demonstrates knowledge of correct methods in the therapeutic strategies and interventions (TSI), that includes patient containment, heavy lifting 50 pounds or more, applying restraints, and responding to emergency situations throughout the hospital.

- 10%** Assist in the training or supervision of Psychiatric Technicians, Pre-Licensed Psychiatric Technicians, Psychiatric Technician Training Candidates, Psychiatric Technician Trainees, Psychiatric Technician Assistant, Registered Nurses, Pre-Licensed Registered Nurses, Licensed Vocational Nurses and other ancillary staff.
- 5%** Other duties as assigned including but not limited to: assume Unit Supervisor responsibility, assist in courtyard supervision, tasks that require repetitive motion and general housekeeping.

## **2. SUPERVISION RECEIVED**

Unit Supervisor

## **3. SUPERVISION EXERCISED**

May lead the work of Psychiatric Technicians, Psychiatric Technician Training Candidates, Psychiatric Technician Trainees, Psychiatric Technician Assistant, Licensed Vocational Nurses, and Registered Nurse.

## **4. KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

Custody procedures, and public and property protection policies; fundamentals of nursing care; general behavioral and psychiatric procedures, forensic client, patient, or inmate behavior and mental health principles and techniques involved in the care and treatment of individuals or groups of developmentally or mentally disordered forensic clients, patients, or inmates; current first aid methods; medical terminology; pharmacology; cardiopulmonary resuscitation; Management Assaultive Behavior techniques; hospital procedures. Techniques of effective supervision; a supervisor's role in equal employment opportunities.

### **ABILITY TO:**

Learn and apply sound judgment for situations including the protection of persons and property; apply basic nursing knowledge, skills and attitudes; establish effective therapeutic relationships with developmentally or mentally disordered forensic clients, patients, or inmates; recognize symptoms requiring medical or psychiatric attention; think and act quickly in emergencies; work with a treatment team to provide occupational, recreational, vocational, and educational therapy programs for forensic clients, patients, or inmates; follow directions; keep appropriate records; develop clear and concise reports of incidents; analyze situations accurately and take effective action. Supervise the work and development of a group of nursing staff.

## 5. REQUIRED COMPETENCIES

### **INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

### **CPR**

Maintains current certification.

### **AGE SPECIFIC**

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

X      Adult                      X      Geriatric

### **THERAPEUTIC STRATEGIES AND INTERVENTIONS**

Apply and demonstrate knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

### **RESTRAINT/SECLUSION**

Demonstrates knowledge of criteria and appropriate uses: applies, and removes restraint and/or seclusion.

### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

### **PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

### **SITE SPECIFIC COMPETENCIES**

Applies and demonstrates knowledge of the following:

- Hospital policies on Sexual Harassment
- Progressive Disciplinary Process
- Patient's Right's Training
- Relationship Security demonstrates professional interactions with the patients and maintains therapeutic boundaries.
- Associated Supervisory Training

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

Medical Equipment:

- Accucheck Monitor
- Gurney & Backboard
- Medication Administration Certification
- Pain Management
- Specialty Units, Spanish/Bilingual
- IVAC
- Blood Glucose Monitor
- O2 Delivery Suction
- AED

**6. LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must maintain an active Psychiatric Technician License issued by the California Board of Vocational Nurse and Psychiatric Technician and Examiners.

**7. TRAINING - Training Category = 1**

The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date